

OS REGISTRY
FILE 017111

19 OCT 1976

MEMORANDUM FOR: Career Management Officer, DDA
FROM : [REDACTED]
Deputy Director of Security (P&M)
SUBJECT : Revision of Nepotism Notice
DDA Admin Notice No. 76-9
REFERENCE : Form 610 with Attachment from CMO/DDA
dated 27 September 1976, same Subject

1. Pursuant to reference request, the Office of Security has reviewed the proposed revision. It is recommended that the revision be expanded to include an exception to employ wives of Office of Security employees by our two overseas security staffs [REDACTED]. This recommended expansion can be made part of the proposed notice by rewriting that section of the notice that pertains to the Director of Security as follows, "final authority for such decisions is delegated...to the Director of Security for the [REDACTED] and Office of Security Overseas Groups." STATINTL

2. The Office of Security believes that the requested expansion is necessary as a protection against unfulfilled clerical requirements.

3. In putting forth this recommendation, it is assumed that any such employment would be endorsed and regulated by the DDO element responsible for hiring the station/base clerical help. It is also assumed that the employment would be contingent upon the satisfaction of all the specifics prescribed in the proposed notice.

STATINTL

Distribution:

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OS/P [REDACTED] 02/01/08 : CIA-RDP83B00823R000900060003-7
REWRITE [REDACTED] 13 Oct 76

PERSONNEL
16 August 1976

DDA ADMINISTRATIVE
NOTICE NO. 76-9

EMPLOYMENT OF RELATIVES

DEFINITION

The definition of a relative will be as listed in Title 5, U.S.C. 3110 which specifies the following be included: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

POLICY

1. It shall be the policy of the Directorate of Administration that relatives will not be employed in the same Office or same Sub-Group. For the purpose of this Notice Contract employees will be considered as Staff employees. In cases where two or more relatives already are employed in the same Office, no immediate change is expected, however, if possible, personnel reassignments should be considered to remedy the situation. Under no circumstances will a person supervise directly or evaluate a relative through membership on panels or boards.

2. It is anticipated that exceptions to this policy will be extremely rare. Requests for exception will be forwarded to the Deputy Director for Administration for final determination.

3. Employees of the Directorate of Administration serving overseas and at domestic bases in positions under the responsibility of other Directorates will be governed by policies established by those Directorates.

STATINTL

4. It is realized that the Office of Security's [REDACTED] Office of Communications' overseas bases constitute unique situations in that working wives are an essential part of the continuing operation of these installations. Final authority for hiring a relative in such situations is delegated to the Director of Communications or the Director of Security as appropriate. However, under no circumstances will there be a direct supervisory or evaluative relationship between relatives.

STATINTL

[REDACTED]
John F. Blake
Deputy Director
for
Administration

ADMINISTRATIVE - INTERNAL USE ONLY

REVISION OF NEPOTISM NOTICE

DDA ADMIN NOTICE

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STATINTL

4. It is realized that certain unique situations exist in a number of our Offices which maintain [REDACTED] overseas installations. For those instances in which the employment of a spouse or other relative would be desirable because of possession of special skills or due to lack of other qualified candidates certain exceptions may be warranted. Each of these situations should be considered on an individual case basis. Final authority for such decisions is delegated to the Director of Communications for overseas installations and the [REDACTED] the Director of Logistics for the [REDACTED] to the Director of Security for the [REDACTED] to the Director of Training for the [REDACTED]. However, under no circumstances will there be a direct supervisory or evaluative relationship between relatives.

STATINTL

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